Michigan Deptartment of Treasury 496 (2-04) Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended.	eport		
Local Government Type City Township Village Ot	Local Government Name		County
Audit Date Opinion Date	Date Accountant	Report Submitted to State:	
We have audited the financial statements of accordance with the Statements of the Grandial Statements for Counties and Local	overnmental Accounting Standar	ds Board (GASB) and the	Uniform Reporting Format fo
We affirm that:			
We have complied with the Bulletin for to	ne Audits of Local Units of Govern	ment in Michigan as revised	
We are certified public accountants regis	stered to practice in Michigan.		
We further affirm the following. "Yes" respon comments and recommendations	ses have been disclosed in the fir	nancial statements, including	the notes, or in the report of
You must check the applicable box for each i	tem below.		
Yes No 1. Certain component	units/funds/agencies of the local ι	unit are excluded from the fin	ancial statements.
Yes No 2. There are accumula 275 of 1980).	ated deficits in one or more of th	is unit's unreserved fund ba	alances/retained earnings (P.A.
Yes No 3. There are instance amended).	s of non-compliance with the Ur	niform Accounting and Budo	geting Act (P.A. 2 of 1968, as
<u> </u>	violated the conditions of either order issued under the Emergence		Municipal Finance Act or its
<u> </u>	s deposits/investments which do 29.91], or P.A. 55 of 1982, as am		equirements. (P.A. 20 of 1943,
Yes No 6. The local unit has b	een delinquent in distributing tax r	evenues that were collected	for another taxing unit.
Yes No 7. pension benefits (n	violated the Constitutional requiremal costs) in the current year. In the normal cost requirement, no	If the plan is more than 100	0% funded and the overfunding
Yes No 8. The local unit uses (MCL 129.241).	credit cards and has not adopt	red an applicable policy as	required by P.A. 266 of 1995
Yes No 9. The local unit has n	ot adopted an investment policy a	s required by P.A. 196 of 199	97 (MCL 129.95).
We have enclosed the following:		Enclosed	To Be Not Forwarded Required
The letter of comments and recommendation	ns.		
Reports on individual federal financial assist	ance programs (program audits).		
Single Audit Reports (ASLGU).			
Certified Public Accountant (Firm Name)			
Street Address	City	St	ate ZIP Code
Accountant Signature Signature Signature	P. c .	Da	ate

Township of Woodland Barry County, Michigan FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS' REPORT

Year ended March 31, 2005

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INDEPENDENT AUDITORS' REPORT

Board of Trustees Township of Woodland, Michigan

We have audited the accompanying financial statements of the governmental activities and each major fund of the Township of Woodland, Michigan, as of March 31, 2005, and for the year then ended, which collectively comprise the Township's basic financial statements, as listed in the contents. These financial statements are the responsibility of the Township of Woodland, Michigan's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with U.S. generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Township of Woodland, Michigan, as of March 31, 2005, and the respective changes in financial position thereof for the year then ended in conformity with U.S. generally accepted accounting principles.

As described in Note 10, the Township has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments, as of April 1, 2004.

The budgetary comparison information on pages 16 through 17, are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.



Board of Trustees Township of Woodland, Michigan Page 2

The Township of Woodland, Michigan has not presented the management's discussion and analysis that the Governmental Accounting Standards Board has determined is necessary to supplement, although not required to be a part of, the financial statements.

Sigfried Crandoll P.C.

June 29, 2005

BASIC FINANCIAL STATEMENTS

Township of Woodland STATEMENT OF NET ASSETS

March 31, 2005

	Governmental activities
ASSETS	
Current assets:	
Cash	\$ 709,217
Receivables (net)	50,030
Prepaid expenses	4,467
Total current assets	763,714
Noncurrent assets:	
Receivables (net)	69,954
Capital assets (net of accumulated depreciation)	367,956
,,,	
Total noncurrent assets	437,910
Total assets	1,201,624
LIABILITIES	
Current liabilities:	
Current portion of long term debt	10,000
Noncurrent liabilities:	
Long term debt	84,000
Long term debt	
Total liabilities	94,000
NET ASSETS	
Invested in capital assets, net of related debt	273,957
Restricted for:	210,301
Perpetual care	6,385
Debt service	93,154
Unrestricted	734,128
Total net assets	<u>\$ 1,107,624</u>

			Program Revenues						Net (expenses) revenues and changes in net assets	
	<u>E</u>	xpenses		arges for ervices	gra	erating nts and ributions	gra	Capital ants and tributions		vernmental activities
Functions/Programs Governmental activities:										
Legislative	\$	1,753	\$		\$		\$		\$	(1,753)
General government	Ψ	98,444	Ψ	10,165	Ψ	_	Ψ	_	Ψ	(88,279)
Public safety		89,656		11,315		-		26,690		(51,651)
Public works		65,318		-		3,318		-		(62,000)
Health and welfare		10,645		_		-		_		(10,645)
Culture and recreation		21,184		-		1,853		_		(19,331)
Debt service - Interest		4,432		2,987				-		(1,445)
Total governmental activities	<u>\$</u>	291,432	\$	24,467	\$	5,171	<u>\$</u>	26,690		(235,104)
	Gen	eral revenu	es:							
		Taxes								268,092
		State grant	s							112,638
		Franchise f	ees							1,637
		Investment	incom	ie						7,156
		Other								3,327
		Total g	genera	ıl revenues						392,850
	Cha	nge in net a	ssets							157,746
	Net	assets - beg	ginning	J						949,878
	Net	assets - end	ding						\$	1,107,624

	<u> G</u>	eneral		nt Service Road sessment	gov	Total vernmental funds
ASSETS Cash Receivables Due from other funds	\$	685,887 33,684 16,476	\$	23,330 86,300	\$	709,217 119,984 16,476
Total assets	\$	736,047	\$	109,630	\$	845,677
LIABILITIES AND FUND BALANCES						
Liabilities: Due to other funds Deferred revenue	\$ 	-	\$	16,476 79,954	\$	16,476 79,954
Total liabilities				96,430		96,430
Fund balances: Reserved for perpetual care and memorials Unreserved:		6,385		-		6,385
Designated for capital expenditures Undesignated		3,662 726,000		- 13,200		3,662 7 39,200
Total fund balances		736,047		13,200		749,247
Total liabilities and fund balances	\$	736,047	\$	109,630		
Amounts reported for <i>governmental activities</i> in the statem (page 5) are different because:	nent of net	assets				
Capital assets used in <i>governmental activities</i> are not final are not reported in the funds.	ncial resou	irces and,	therefo	re,		367,956
Prepaid expenses are not a current financial resource and	, therefore	, are not re	ported	in the funds.		4,467
Other long-term assets are not available to pay for current- are deferred in the funds.	erefore,		79,954			
Long-term liabilities, including notes payable, are not due a therefore, are not reported in the funds.	and payabl	e in the cu	rrent p	eriod and,		(94,000)
Net assets of governmental activities					\$	1,107,624

REVENUES Taxes Federal grants State grants Charges for services Fines and forfeitures Interest and rentals Other	\$	271,497 20,340 117,809 14,669 3,256 7,241 11,315		## Service Road ### Sessment	_	Total rernmental funds 271,497 20,340 117,809 14,669 3,256 10,293 22,135
Total revenues	_	446,127		13,872		459,999
EXPENDITURES Legislative General government Public safety Public works Health and welfare Culture and recreation Capital outlay Debt service:		1,753 93,909 66,639 65,318 10,645 20,980 43,778		- - - - -		1,753 93,909 66,639 65,318 10,645 20,980 43,778
Principal Interest		-		1,000 4,432		1,000 4,432
Total expenditures NET CHANGE IN FUND BALANCES		303,022 143,105		5,432 8,440		308,454 151,545
FUND BALANCES - BEGINNING		592,942		4,760		597,702
FUND BALANCES - ENDING	\$	736,047	\$	13,200	\$	749,247
Net change in fund balances - total governmental funds					\$	151,545
Amounts reported for <i>governmental activities</i> in the statement of activities are different because: Governmental funds report capital outlays as expenditures. However, in the		·				
activities, the cost of those assets are allocated over their estimated useful expense. This is the amount by which capital outlays \$(45,651) exceeded in the current period.						15,568
Prepaid expenses are not a current financial resource and, therefore, are r	ot rep	oorted in the	funds.			454
Other long-term assets are not available to pay for current-period expendit are deferred in the funds.	ures a	and, therefor	e,			(10,821)
Repayment of principal on long-term debt is an expenditure in the government repayment reduces long-term liabilities in the statement of net assets.	nental	funds, but th	ne	·		1,000
Change in net assets of governmental activities					<u>\$</u>	157,746

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The accounting policies of the Township of Woodland, Michigan (the Township), conform to U.S. generally accepted accounting principles (hereinafter referred to as generally accepted accounting principles) as applicable to governments. The following is a summary of the more significant policies.

a) Reporting entity:

The accompanying financial statements present only the Township. There are no component units, entities for which the Township is considered to be financially accountable.

b) Government-wide and fund financial statements:

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the nonfiduciary activities of the Township. The effect of inter-fund activity has been removed from these statements. Governmental activities are normally supported by taxes and intergovernmental revenues.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental. Major individual governmental funds are reported as separate columns in the fund financial statements.

c) Measurement focus, basis of accounting, and financial statement presentation:

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available if they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Township generally considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

c) Measurement focus, basis of accounting, and financial statement presentation (continued): State grants, licenses and permits, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable only when cash is received by the government.

The Township reports the following major governmental funds:

The General Fund is the government's primary operating fund. It accounts for all financial resources of the Township, except those required to be accounted for in another fund. Revenues are primarily derived from property taxes and state shared revenue.

The Road Special Assessment fund accounts for Township road improvements financed through special assessments.

Private-sector standards of accounting issued prior to December 1, 1989, are generally followed in the government-wide financial statements to the extent that those standards do not conflict with the standards of the Governmental Accounting Standards Board (GASB).

Amounts reported as program revenues include: (1) charges to customers or applicants for goods, services, or privileges provided; (2) operating grants and contributions; and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

- d) Assets, liabilities, and net assets or equity:
 - i) Bank deposits Cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. Pooled interest income is proportionately allocated to all funds.
 - ii) Receivables In general, outstanding balances between funds are reported as "due to/from other funds." No allowance for uncollectible accounts has been recorded as the Township considers all receivables to be fully collectible.
 - iii) *Prepaid items* Certain payments to vendors reflect costs applicable to future fiscal years and are recorded as prepaid items in both government-wide and fund financial statements.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

- d) Assets, liabilities, and net assets or equity (Continued):
 - iv) Capital assets Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, sidewalks, and similar items), are reported in the government-wide financial statements. Capital assets are defined by the Township as assets with an initial individual cost of more than \$1,000 (\$10,000 for infrastructure) and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. Gains or losses as a result of trade-ins are adjusted through the cost of the new asset acquired. Governments can elect to account for infrastructure assets either retroactively to June 15, 1980, or prospectively. The Township has elected to account for infrastructure assets prospectively, beginning April 1, 2004.

Capital assets are depreciated using the straight-line method over the following useful lives:

Buildings and improvements	15 - 50 years
Equipment	5 - 15 years
Vehicles	5 - 20 years
Roads	40 years

- v) Deferred revenue In the fund financial statements, governmental funds report deferred revenue in connection with resources for revenue that are not considered to be available to liquidate liabilities of the current period. Governmental funds also defer revenue recognition in connection with resources that have been received but not yet earned.
- vi) Fund equity In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.
- vii) Property tax revenue recognition Property taxes are levied as of December 1 on property values assessed as of December 31 of the prior year. The billings are due on or before February 14, after which time the bill becomes delinquent and penalties and interest may be assessed by the Township. Property tax revenue is recognized in the year for which taxes have been levied and become available. The Township levy date is December 1, and, accordingly, the total levy is recognized as revenue in the current year.

NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY:

Budgetary information - Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds. The budget document presents information by fund, function, and department. The legal level of budgetary control adopted by the governing body is the function level. All annual appropriations lapse at the end of the fiscal year. The Township had no significant budget variations.

NOTE 3 - CASH:

Deposits are carried at cost and are maintained at various financial institutions in the name of the Township. State statutes and the Township's investment policy authorize the Township to make deposits in the accounts of federally-insured banks, credit unions, and savings and loan associations. The Township's deposits are in accordance with statutory authority. At March 31, 2005, the Township has deposits with a carrying amount of \$709,217 and a bank balance of \$721,042. Of the bank balance, \$327,381 is covered by federal depository insurance and \$393,661 is uninsured.

NOTE 4 - RECEIVABLES:

Receivables as of year end for the Township's individual major funds are as follows:

Fund	_Ac	counts	roperty taxes	Special sessments	gov	Inter- ernmental	 Totals
General Road Assessment	\$	1,505 	\$ 14,838	\$ 86,300	\$	17,341	\$ 33,684 86,300
Totals	<u>\$</u>	1,505	\$ 14,838	\$ 86,300	\$	17,341	\$ 119,984
Noncurrent portion	\$	-	\$ -	\$ 69,954	\$	-	\$ 69,954

All receivables are considered fully collectible.

NOTE 5 - CAPITAL ASSETS:

Capital asset activity for the year ended March 31, 2005, was as follows:

	Beginning balance	Increases	Decreases	Ending balance
Governmental activities: Capital assets not being depreciated - land	\$ -	\$ 15,000	\$ -	\$ 15,000
Capital assets being depreciated: Buildings and improvements Equipment Vehicles	246,778 134,761 285,460	40,848 3,300	(14,461) 	246,778 161,148 288,760
Subtotal	666,999	44,148	(14,461)	696,686
Less accumulated depreciation for: Buildings and improvements Equipment Vehicles	(94,559) (43,230) (176,822)	(4,999) (11,324) (13,760)	- 964 	(99,558) (53,590) (190,582)
Subtotal	(314,611)	(30,083)	964	(343,730)
Total capital assets being depreciated (net)	352,388	14,065	(13,497)	352,956
Governmental activities capital assets, net	\$ 352,388	\$ 29,065	\$ (13,497)	\$ 367,956

Depreciation expense was charged to functions of the Township as follows:

General government Public safety Recreation and culture	\$ 4,708 25,144 231
Total governmental activities	\$ 30 083

NOTE 6 - DEFERRED REVENUE:

As of March 31, 2005, the various components of deferred revenue are as follows:

	Unava	ilable	Unearne	ed	Totals		
Special assessments	\$	79,954	\$		\$	79,954	

Township of Woodland NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 7 - LONG-TERM DEBT:

Long-term debt at March 31, 2005, is comprised of the following individual issues:

Bonds payable:

\$95,000, 2003 Road special assessment limited tax general obligation bond; due in annual installments of \$1,000 to \$14,000, plus interest at 1.80% to 4.30% through June 2013.

\$ 94,000

Long-term debt activity for the year ended March 31, 2005, was as follows:

	Beginning balance		Additions		Reductions		Ending balance		Amounts due within one year	
Bonds payable	\$ 95,000	\$	_	\$	(1,000)	\$	94,000	\$	10,000	

Debt service requirements at March 31, 2005, were as follows:

	<i>P</i>	Interest		
Year ended March 31:				
2006	\$	10,000	\$	2,836
2007		10,000		2,623
2008		10,000		2,390
2009		10,000		2,132
2010		10,000		1,847
2011 - 2015		44,000		3,820
Totals	\$	94,000	\$	15,648

NOTE 8 - INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS:

At March 31, 2005, the composition of interfund balances is as follows:

Fund	Rec	eivable	Fund	 Payable
General	\$	16,476	Road	\$ 16,476

NOTE 9 - RISK MANAGEMENT:

The Township is exposed to various risks of loss related to property loss, torts, errors and omissions, and employee injuries (workers' compensation). The Township has purchased commercial insurance for each of these claims and is neither self-insured nor participates in a shared-risk pool. Settled claims relating to commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

NOTE 10 - CHANGE IN ACCOUNTING PRINCIPLES:

Effective April 1, 2004, the Township implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments, along with all related statements and interpretations. In connection with the implementation of this statement, the following adjustments to beginning net assets have been made to reflect the cumulative effect of this accounting change:

Net assets as previously reported	\$ 597,702
Capital assets used in <i>governmental activities</i> are not financial resources and, therefore, are not reported in the funds.	352,388
Prepaid expenses are not a current financial resource and, therefore, are not reported in the funds.	4,013
Special assessments receivable are not available to pay for the current period's expenditures and, therefore, are deferred in the funds.	90,775
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.	 (95,000)
Net assets of governmental activities	\$ 949,878

REQUIRED SUPPLEMENTARY INFORMATION

Township of Woodland BUDGETARY COMPARISON SCHEDULE - General Fund

Year ended March 31, 2005

		Original budget		mended budget		Actual	fa	ariance vorable avorable)
REVENUES								
Taxes	\$	257,950	\$	257,950	\$	271,497	\$	13,547
Federal grant		-		-		20,340		20,340
State grants		115,698		116,204		117,809		1,605
Charges for services		14,106		14,106		14,669		563
Fines and forfeitures		4,000		4,000		3,256		(744)
Interest and rentals		8,375		8,375		7,241		(1,134)
Other		3,237		30,260		11,315		(18,945)
Total revenues		403,366	-	430,895		446,127		15,232
EXPENDITURES								
Legislative		1,753		1,753		1,753		
General government:								
Supervisor		6,513		6,513		5,749		764
Election		4,200		4,200		3,739		461
Assessor		12,850		12,850		12,803		47
Clerk		12,374		12,374		12,098		276
Board of review		1,275		1,475		1,427		48
Treasurer		15,312		15,312		13,624		1,688
Hall and grounds		15,672		15,672		5,229		10,443
Cemetery		26,176		26,176		17,972		8,204
Other		23,390		23,390		21,268		2,122
Total general government		117,762		117,962		93,909		24,053
Public safety:								
Police		13,302		12,652		10,008		2,644
Fire		62,278		79,078		56,631		22,447
Total public safety		75,580		91,730		66,639		25,091
Public works:								
Highways and streets		98,273		98,273		60,885		37,388
Drains		14,750		14,750		4,433		10,317
Total public works	· · · · · ·	113,023		113,023		65,318		47,705
Health and welfare - ambulance		10,645		10,645	_	10,645		

Township of Woodland BUDGETARY COMPARISON SCHEDULE - General Fund (Continued)

Year ended March 31, 2005

	Original budget	Amended budget	Actual	Variance favorable (unfavorable)	
EXPENDITURES (Continued) Recreation and culture - library	\$ 23,089	\$ 25,253	\$ 20,980	\$ 4,273	
Capital outlay	12,550	45,390	43,778	1,612	
Total expenditures	354,402	405,756	303,022	102,734	
NET CHANGE IN FUND BALANCES	48,964	25,139	143,105	117,966	
FUND BALANCES - BEGINNING	592,942	592,942	592,942		
FUND BALANCES - ENDING	<u>\$ 641,906</u>	\$ 618,081	\$ 736,047	\$ 117,966	